

## **SPECIAL INSPECTION RECOGNITION POLICY**

Revised for 1997 UAC and 2000 IBC

### **Recognition Requirement for Special Inspection Agencies**

UAC Section 306.2 and IBC Section 1704.1 requires that the Special Inspector shall demonstrate his competence to the satisfaction of the Building Official. Categorically, the following information must be submitted to the Building Official for review and subsequent recommendation by the Committee for approval (or disapproval) of recognition.

1. Location of corporate office and all branch offices operating within Pima County.
2. The required categorical information must be updated, including resumes for new employees, and submitted annually to the Building Official by January 31. Any changes to agency name, ownership, key personnel, responsible professional engineer or additions and deletions of offices operating within Pima County must be reported to the Building Officials of Pima County, Tucson, Marana and Oro Valley in a timely manner.
3. Name and resumes of Registered Professional Engineer(s) responsible for inspection and testing activities evidencing experience criteria per ASTM E329 paragraph 7.2.1: *"...The person shall be a registered engineer and a full-time employee of that agency. The person shall have at least five years engineering experience in testing and inspection of construction materials"*; as well as key management and supervisory personnel, including organizational chart. Resumes must be very specific in showing a minimum of five years experience in testing and inspection.
4. Statement from responsible Professional Engineer(s) assuring that special inspectors will perform in accordance with IBC Chapter 17 and that they will be identified, qualified, and issued ID cards.
5. Statement from responsible Professional Engineer(s) assuring that testing and inspection services will be performed in compliance with procedures specified in ASTM E329, in particular, paragraph 10.1: *"It shall be the responsibility of the agency to ensure that it performs only tests and inspections, or both, for which it is adequately equipped and staffed, and that its employees perform only tests and inspections, or both, for which they are adequately trained."*
6. A copy of the latest Inspection Record including deficiencies and corrective action taken.
7. A brief general description of agency, including background information related to the type of services offered, years in business, major projects and areas served. Include any brochures and qualification information.
8. Samples of inspection reports, lab reports, and final compliance report.
9. Inspector names and resumes including certifications. Except as permitted for "inspectors-in-training", all special inspectors performing concrete, structural steel, welding, or masonry inspection required by Chapter 17 of the IBC shall be approved based on qualifications by the Building Official.

The Greater Tucson Credentials Committee consists of an equal number of staff members from the Building Departments or Building Safety Divisions of the Town of Oro Valley, the City of Tucson, the County of Pima and the Town of Marana

Information may be sent to any of the following:

Town of Oro Valley Community Development Department  
Building and Safety Division  
11000 North La Canada, Oro Valley, AZ 85737  
(520) 797-9797  
Fax (520) 742-1022

City of Tucson Development Services Department  
Building Codes Division  
201 North Stone Avenue  
PO Box 27210 Tucson, AZ 85726-7210  
(520) 791-5550  
Fax (520) 791-4340

Pima County Development Services Department  
Building Codes Division  
201 North Stone Avenue 85701-1207  
(520) 740-6490  
Fax (520) 740-6888

Town of Marana Building Department  
3696 West Orange Grove Road, Tucson, AZ 85741  
(520) 297-2920  
Fax (520) 297-3930

Town of Sahuarita Building Department  
P.O. Box 879  
Sahuarita Rd.  
850\_B W. Sahuarita Rd  
(520) 648-1972  
Fax (520) 625-9879

Effective 5/20/99

## SPECIAL INSPECTION AND TESTING AGREEMENT

### Greater Tucson Region

To permit applicants of projects requiring special inspection and/or testing per Chapter 17 of the International Building Code (IBC).

Project Name: \_\_\_\_\_ Building Permit # \_\_\_\_\_

Project Owner: \_\_\_\_\_

Project Street Location: \_\_\_\_\_

Mailing Address (PO Box): \_\_\_\_\_ Phone: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_

**BEFORE A PERMIT CAN BE ISSUED:** The owner, or the engineer or architect of record acting as the owner's agent, shall complete two (2) copies of this agreement, including the required acknowledgments and attach a statement of special inspection. The statement of special inspection shall be prepared by the registered design professional in responsible charge in accordance with Section 106.1 of the 2000 International Building Code (IBC) as a condition of permit issuance. The statement shall include a complete list of materials and work requiring special inspection by Section 1704 of the IBC, the inspections to be performed and a list of the individuals, approved agencies or firms intended to be retained for conduction such inspections. The statement must specify the inspections are to be performed on a continuous basis and those that will be performed on a periodic basis. A pre-construction conference with the parties involved may be required to review the special inspection requirements and procedures.

**APPROVAL OF SPECIAL INSPECTORS:** Each special inspector shall be approved by the building department prior to performing any duties. Each special inspector shall submit his/her qualifications to the building department and may be subject to a personal interview for pre-qualification. Special inspectors shall display approved identification, as stipulated by the Building Department, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of the IBC Chapter 17. The following conditions are also applicable:

#### A. DUTIES AND RESPONSIBILITIES OF THE SPECIAL INSPECTOR

##### 1. Observe Work

The special inspector shall observe the work for conformance with the building department approved (stamped) design drawings and specifications and applicable workmanship provisions of the IBC Architect/engineer approved and stamped shop drawings and/or placing drawings may be used as an aid to inspection. Special inspections are to

be performed on a continuous basis, meaning that the special inspector is on site in the general area at all times observing the work that requires special inspection. Periodic inspections, if any, must have prior approval by the Building Department based on the project plans and specifications.

2. Inspection Report

The special inspector shall furnish inspection reports to the building official, the engineer or architect of record, and other designated persons.

3. Report Non-Conforming Items

The special inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the Building Department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

4. Furnish Daily Reports

Each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspections to remain at the job site with the contractor for review by the Building Department's inspector.

5. Furnish Final Report

The special inspector or inspection agency shall submit a final signed report to the Building Department stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the IBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

B. CONTRACTORS RESPONSIBILITIES

1. Notify the Special Inspector

The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the Building Department approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

2. Provide Access to Approved Plans

The contractor is responsible for providing the special inspector access to approved plans at the job site.

3. Retain Special Inspection Records

The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector, and for providing these records for review by the Building Department's inspector upon request.

C. BUILDING DEPARTMENT RESPONSIBILITIES

1. Approve Special Inspection

The Building Department shall approve all special inspectors and special inspection requirements.

2. Monitor Special Inspections

Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Department's inspectors. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

3. Issue Certificate of Occupancy

The Building Department may issue a Certificate of Occupancy after all special inspection reports and the final reports have been submitted and accepted.

ACKNOWLEDGMENTS

The undersigned have read and agree to comply with the terms and conditions of this agreement.

Owner: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Project Engineer/  
Architect: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

SPECIAL INSPECTOR OR INSPECTION AGENCY

\_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

ACCEPTED FOR THE CITY OF TUCSON DEVELOPMENT SERVICES DEPARTMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_